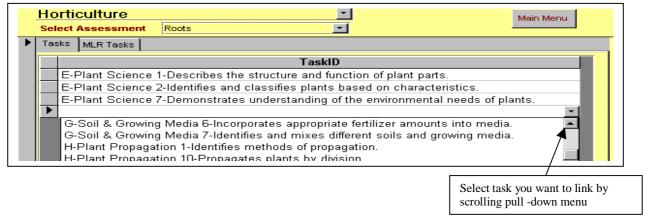**Note tasks and MLR cannot be linked to an assessment before you create an Assessment Title**
[see directions for "Add/Edit Assessment Information" at Button H in Section 4, page 1
or alternate method for creating an assessment title at "Work with Graded Projects – Section 8]

To link Program Task(s) to an Assessment: Select **Button I** on the main menu form.

Select task you want to link by scrolling pull -down menu

To Link a Task to an Assessment:
Select Assessment ➔ Select the Task Tab ➔ Activate Pull-Down Menu of Tasks by clicking cursor in gray arrow at right of the form. ➔ Tasks are sorted by Duty Area ➔ scroll to task you want to attach to assessment and put your cursor on it. Repeat process until you've selected all tasks associated with a particular assessment.
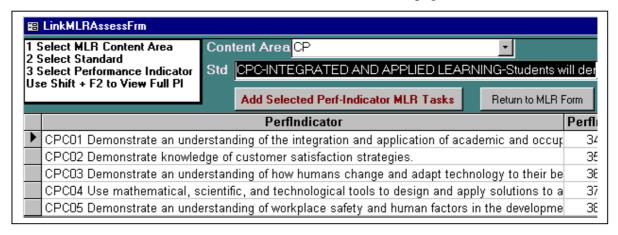[**Note**- there is an alternate method for linking tasks to assessments at "Work with Graded Projects - Button J]

To Delete a Task linked to an Assessment:
Select the task you want to delete ➔ right click & choose delete or use the delete key on the keyboard.

To Link an MLR to an Assessment: Select **Button E** on the Main Menu
This is essentially the same process as selecting MLR to link to Duty Areas. Select Assessment ➔ Select new MLR to link ➔ Select Content Area ➔ Select Std ➔ Select Performance Indicator ➔ click Add Selected Performance Indicator MLR Tasks button [see Section 3 – page 1 for more detailed directions]

To Delete an MLR linked to an assessment: Select the MLR link you want to delete - use the delete key on the keyboard. [right clicking and deleting isn't an option at this screen]